Name _____   Adviser _____
Arlington Portfolio Assessment System Session #_____   Class _____
Technical/Business Writing

	4	3	2	1
Conventions & Presentation	The writer demonstrates an excellent grasp of standard writing conventions (grammar, spelling, capitalization, and punctuation) with no errors.	The writer demonstrates a good grasp of standard writing conventions (grammar, spelling, capitalization, and punctuation) with one or two errors.	The writer has a basic understanding of conventions, but has three to four errors.	The writer has more than four errors in grammar, spelling, capitalization, and/or punctuation.
Ideas & Development	Paper is clear, focused, and purposeful. It thoroughly answers a well-defined key question in understandable convincing and expansive terms.	Paper is clear, focused, and purposeful. It thoroughly answers a well-defined key question in understandable convincing and expansive terms.	Paper addresses an identifiable key question by offering the reader general, basic information.	Writer has not clarified an important question or issue that the paper will address.
Organization	Paper highlights the main ideas and leads readers to key points or conclusions.	Leads reader to the main ideas but is lacking key organization in one of the following areas: introduction, details, or conclusion.	Leads reader to the main ideas but is lacking key organization in one of the following areas: introduction, details, or conclusion.	Leaves reader confused and unable to focus on key points.
Sentence Structure	Sentences are strong, clear and thoughtfully structured.	Sentences are clear and grammatical for the most part.	Some sentences are unclear and/or ungrammatical.	Numerous sentences are unclear and/or ungrammatical.
Voice & Tone	Writer addresses a general audience in a voice that is appropriate for the topic or purpose, keeping the voice controlled so that it is not distracting.	Generally the writer uses appropriate tone for the topic and audience.	Writer attempts to project appropriate voice/tone, but may use inappropriate tone for the topic.	Writer seems indifferent to both topic and audience or uses voice/tone that is distracting to the audience.
Word Choice & Terminology	Well-chosen words convey the writer's message in a clear, precise, and highly readable way, taking readers to a new level of understanding.	Words are reasonably accurate and make the message clear on a general level.	Word usage occasionally makes the paper difficult for the reader to understand.	Writer struggles with a limited vocabulary that will not allow him/her to explore the subject with confidence.

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